



**Department of Navy
Civilian Benefits Center**
Benefits Bulletin 2005-04
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THRIFT SAVINGS PLAN (TSP) PLAN INFORMATION

This is a reminder that the TSP open season period will end Thursday, 30 June 2005. Additionally, the **New TSP Rules** are effective 1 July 2005. The new rules eliminate TSP open season periods - employees will be able to start, change, stop or resume their contributions at any time. To learn more, go to the TSP Home page at www.tsp.gov.

EFFECTIVE DATE OF TSP OPEN SEASON CHANGES

During this open season period, employees may start, change, stop or resume their contributions. TSP open season changes will be effective as follows:

TSP Elections Received	Effective Date Of TSP Election Is	TSP Change Will Be Reflected In Paycheck Received
15 April - 11 June 2005	12 June 2005	1 July 2005
12 June - 25 June 2005	26 June 2005	15 July 2005
26 June 2005 – 30 June 2005	10 July 2005	29 July 2005

Employees will need to access one of the automated benefits systems (EBIS or The Benefits Line) to make a change; paper forms are not accepted. (See Bulletin 2005-03 at https://www.civilianbenefits.hroc.navy.mil/Bulletins/TSP_Final_OS.pdf for more information on how to make your change through the automated systems.) It is the employee's responsibility to check their Leave and Earnings Statement (LES) and verify that the change is accurately reflected. If an error is discovered, report it immediately by calling The Benefits Line at 1-888-320-2917. Select option 4 to speak with a Customer Service Representative (CSR).

HOW TO ALLOCATE TSP CONTRIBUTIONS AMONG THE TSP INVESTMENT FUNDS

Employees can make their TSP fund allocation change electronically through the TSP web site at <http://www.tsp.gov> or the TSP ThriftLine at the number below. A paper TSP-50, Investment Allocation, can also be completed and mailed directly to the TSP record keeper at the address shown on the form.

TSP INFORMATION

- **TSP Catch-up Reminder.** If you are age 50 or older and you are already contributing the maximum amount of regular TSP contributions for which you are eligible, you may elect to make up to \$4,000 in catch-up contributions for 2005. You must make a new election each calendar year. (This limit changes annually.)
- **TSP Telephone Number Changes.** Callers from inside the United States and Canada should use the toll-free number - (877) 968-3778 (1-TSP-YOU-FRST) - to reach the ThriftLine or the TSP Service Office. Callers outside the United States and Canada who cannot use the toll-free number should use the following telephone number to contact the ThriftLine or the Service Office: (404) 233-4400. This is not a toll-free number.
- **TSP PIN Information.** If you have lost or forgotten your PIN and you have requested a new one, please allow 10 days for your new PIN to arrive in the mail. TSP PINs are not sent electronically. You may change your existing PIN to a PIN of your choice in the Account Access section of www.tsp.gov or by calling The ThriftLine. The change will be effective immediately.
- **New Address for Loan Payments.** All loan payments that you make by check or money order should be sent to the new check processing center at the address on the Loan Payment Coupon (Thrift Savings Plan, P.O. Box 9004, St. Louis, MO 63197-9004). Be sure to write your Social Security number and loan number on both the coupon and your check or money order.

TSP LIFECYCLE FUNDS

The TSP is planning to offer "lifecycle funds" in 2005. Lifecycle funds are "target asset allocation funds". These funds have a mix of investments of different types and characteristics, such as domestic stocks, international stocks, and bonds. The mix is chosen based on the date when you will need to use your money. If that date is a long time from now, the lifecycle fund in which you are invested will be more heavily weighted toward equities (stocks or stock funds). As the date you will need your money gets nearer, the allocation will be weighted more heavily toward fixed income or stable value investments (e.g., bonds or bond funds, Treasury securities).